

**INJURY PREVENTION TASK FORCE (IPTF) MEETING  
JUNE 15, 2004**

**MEMBERS PRESENT**

Debra Brus, Epidemiologist, Washoe County District Health Department, (WCDHD)  
Fergus Laughridge, Program Manager, Emergency Medical Services, (EMS), Bureau of Licensure & Certification (BLC)  
Mary Griffith, Health Resource Analyst, Bureau of Health Planning and Statistics, (HP&S)  
Bruce Mackey, Program Manager, Nevada Office of Traffic Safety, (OTS)  
Mike Bernstein, Health Educator II, Clark County Health District, SAFE KIDS Clark County  
Cynthia C. Huth, RN, MSN, CNM, Health Program Specialist II, Bureau of Family Health Services, (BFHS)  
Kelly Y. Langdon, MPH, Injury Prevention Coordinator (BFHS)

**MEMBERS ABSENT**

Dr. John Fildes, Department of Surgery, University of Nevada School of Medicine, (UNSOM)  
Kelly Anrig, Safety Engineer, Nevada Department of Transportation, (NDOT)  
Robinette Bacon, School Health Education Coordinator, Department of Education (DOE)

**STATE HEALTH DIVISION STAFF PRESENT**

Kimberly Williams, Administrative Assistant (BFHS)

**OTHERS PRESENT**

Linda Anderson, Deputy Attorney General  
Scott Rolfe, Injury Prevention, UMC Trauma  
Jana Dagerman, Treasurer, SAFE KIDS Clark County

**CALL TO ORDER AND INTRODUCTIONS**

Kelly Langdon called the Injury Prevention Task Force (IPTF) meeting to order at **9:01 a.m.** at the Nevada Department of Transportation (NDOT) buildings in Carson City and Las Vegas. This was a videoconferenced public meeting and the public was invited to make comments. In accordance with the Nevada Open Meeting Law, this meeting was posted at the following locations: Kinkead Building, Carson City; Bureau of Family Health Services (BFHS), Carson City; Nevada State Library and Archives, Carson City; Washoe County District Health Department (WCDHD), Reno; Clark County Health Department (CCHD), Las Vegas; Elko Nursing Office, Elko; and NDOT offices in Carson City and Las Vegas.

**APPROVAL OF MINUTES FROM FEBRUARY 17, 2004**

Fergus Laughridge motioned for approval of the minutes as written and Bruce Mackey seconded the motion.  
**MOTION APPROVED.**

**PRESENTATION ON NEVADA'S OPEN MEETING LAW**

Kelly Langdon introduced Linda Anderson, the Deputy Attorney General (DAG). Ms. Anderson spoke on the Nevada Open Meeting Law. She explained the purpose of the Open Meeting Law is to include the public; therefore, decisions are not approved behind closed doors. Ms. Anderson made it clear by following the Open Meeting Law the public will stay informed. Not following the Open Meeting Law can have serious consequences. Ms. Anderson stressed the importance of keeping an agenda. The agenda helps keep the meeting organized and on track. Ms. Anderson stressed the importance of posting the agenda three business days before the meeting, not including the day of the meeting. Clearly define the action items that are on the agenda. Minutes are required to be taken during the meetings and need to be kept for five years. The Open Meeting Law does apply to subcommittees. An individual person can be assigned a task as long as the person does not consult with a quorum. This person can bring back information; discuss topics, and present information to the group as a whole. Ms. Anderson suggested doing things as a whole and not form a lot of subcommittees. Ms. Anderson explained an item that has been previously discussed at a meeting should not be discussed with the Injury Prevention Task Force (IPTF) members through email. Ms. Anderson suggested putting the item on the agenda and formally discussing it at the next meeting. Mr. Laughridge explained to Ms. Anderson that previously the staff had been directed by the IPTF members to prepare a draft letter on behalf of the task force through email. Ms. Anderson expressed the task force

will need to follow the Open Law Meeting Law from this point on. In the future, the letter would need to be included on the agenda as an action item.

#### **UPDATE ON POISONING PREVENTION EDUCATION CAMPAIGN**

Ms. Langdon discussed there is about \$4,000 to \$5,000 left over from the Injury Prevention (IP) grant (period October 2003 through September 2004) that will be spent on poisoning prevention. Ms. Langdon has met with Eric Guevin, the director of the Washoe County Safe Kids program. Mr. Guevin and Ms. Langdon have planned to visit pre-schools and day care centers in the Northern Nevada area to educate children on poisoning prevention. Ms. Langdon has been in contact with the Oregon Poison Center, which is the Poison Control Center for the Northern Nevada area. The Oregon Poison Center is sending Ms. Langdon some educational materials, such as magnets, brochures, and stickers; a small portion will be at no cost to the IP program. Ms. Langdon is hoping to give small presentations to the pre-schools and day care centers and then distribute educational materials to the children. Cynthia Huth has a list of all of the licensed childcare facilities in Nevada that Ms. Langdon can use to set up meeting times. There was discussion on which part of Northern Nevada Ms. Langdon would visit. Mr. Laughridge made it clear that at this time, only Washoe County would be selected due to the lack of funds for this project. Rural Nevada could possibly be included at some time depending on the funding that is left. Mr. Laughridge expressed that Mr. Guevin works for REMSA, which is a private ambulance service that covers Washoe County. Mr. Laughridge thought it would be a great idea for Ms. Langdon to work with Mr. Guevin since he has a large amount of media contact, which could possibly cut down on a lot of legwork for Ms. Langdon. Debra Brus suggested educating the staff and children at the Head Start programs. Ms. Langdon will get with Mr. Guevin to discuss all possibilities.

#### **DISCUSSION OF THE INJURY PREVENTION GRANT FUNDS TO BE RECEIVED FROM THE CDC FOR THE NEXT YEAR (OCTOBER 2004 – SEPTEMBER 2005)**

Ms. Langdon discussed the grant funding for IP. The IP program is funded by a federal grant from the Centers for Disease Control and Prevention (CDC). At this time, the grant is in its fifth and final year of phase I. The CDC is in the process of writing the guidelines for the grant for phase II. The phase II grant will fund states for five more years starting in July 2005. Phase I was to end in October of 2004; however, the CDC has decided to extend the grant period to July of 2005. Ms. Langdon explained there are three different funds that are going to be received this fall:

- Ms. Langdon has written and submitted the grant extension application for \$62,000, which will cover the program from October of 2004 through July of 2005. The IP program will be looking to hire a half-time biostatistician for this grant period.
- In addition to the grant extension that was applied for, Ms. Langdon applied for supplemental funds for Violence Surveillance for \$42,000. Ms. Langdon explained the CDC has encouraged all states that receive the IP funds to apply for the Violence Surveillance grant. This is a non-competing supplemental funding to the IP grant. If funded, a half-time biostatistician will be hired through the Bureau of Health Planning & Statistics (BHP&S) to collect this data. Ms. Langdon noted the information requested for this grant is very specific. Ms. Langdon explained the data to be collected for the Violence Surveillance grant is on homicide and suicide data for the year 2004. Ms. Langdon discussed the data requirements with Wei Yang, and Dr. Yang expressed it may be difficult to find the information. Ms. Brus suggested contacting the courts, coroners' office, and the police stations for this data. Ms. Brus expressed the emergency department data that is kept on suicide is very useful as well.
- Ms. Langdon noted there are carry over funds from the grant cycle of October 2002 through September 2003 of \$36,000. Ms. Langdon will be using this money for the poisoning prevention campaign. Ms. Langdon has met with the Nevada Broadcasters Association (NBA) regarding a six-month statewide mass media campaign on Poisoning Prevention, which will cost \$30,000. The add campaign will play on numerous radio stations in English and Spanish. The extra \$6,000 will be used to purchase more educational materials. Bruce Mackey noted Ms. Langdon received a good price for the poisoning prevention campaign. Ms. Huth pointed out she has worked with the NBA in the past and she highly recommends them. Ms. Huth also pointed out the NBA is a non-profit public service agency.

Mr. Laughridge suggested to Ms. Langdon it would be a good idea to keep the IPTF members up to date on the abstract of the grant funds that are being submitted.

### **UPDATE ON THE BILL DRAFT LETTER OF SUPPORT THAT WAS SUBMITTED TO THE HEALTH DIVISION ADMINISTRATOR**

Ms. Langdon updated the IPTF members on the letter that was submitted to the Health Division (HD) Administration. The letter was asking for the HD to support a Bill Draft Request (BDR) that would require hospitals to comply with discharge E-Codes, and create a standardized data base for emergency department visits. Ms. Langdon stated at this time there would not be support from the HD for this BDR. Ms. Huth explained if a non-governmental organization wants to pursue the BDR they should contact the Legislature Council Bureau (LCB). A Legislator must be willing to sponsor the bill. The Legislator would need proof the coalition has done their research before recommending the BDR. Ms. Langdon expressed if the IPTF wishes to address the HD Administration again, they may do so after the IPTF becomes an official Task Force, and without the assistance of the HD staff. **NO ACTION WAS TAKEN.**

### **DISCUSSION ON NEVADA'S INJURY PREVENTION STRATEGIC PLAN**

Ms. Langdon reported the IP grant requires a strategic plan to be written for Nevada's IP program. In the next five years, Ms. Langdon would like to continue to have an IP Coordinator and a Biostatistician on staff at the HD, whether these are full or half time, and continue to have the IPTF meet and assist the HD IP program and continue to identify priorities. Mr. Laughridge suggested analyzing the IP program further by holding a strategic planning meeting. Mike Bernstein questioned the direction of Phase I and Phase II. Ms. Langdon states the CDC is revising Phase II goals. In addition, after the grant extension ends in July of 2005, the CDC will combine the IP program with Traumatic Brain Injury program. Ms. Langdon has not received any specific details on this from CDC. Mr. Bernstein suggested keeping the IPTF members up to date on the next proposal for Phase II. Ms. Langdon noted it was suggested that a workshop be held to discuss a Strategic Plan. Ms. Langdon stressed there is not funding to support a workshop. Ms. Brus thought it would be necessary to meet outside of the IPTF quarterly meetings and bring in a qualified facilitator that specializes in Strategic Planning. Mr. Laughridge made a motion directing staff to contact Marilyn Morton to possibly facilitate the Strategic Plan session and find out what the projected costs would be. Mr. Laughridge noted once the strategic planning workshop has been planned the IPTF would need to call another meeting and add this to the agenda. Mr. Mackey seconded the motion. **MOTION APPROVED.**

Mr. Bernstein updated the IPTF there would not be enough money to fund a Suicide Prevention program or hire a Suicide Prevention Coordinator; letters are being written to Governor Guinn's office for support. Mr. Bernstein noted there is a law in effect that states there is to be a Suicide Prevention program but there is not enough funding for this.

### **DISCUSSION ON THE INJURY PREVENTION WEBSITE**

Ms. Langdon discussed the IP web site, which currently lists: Contacts, Data Linkage Report, Injury Prevention Brochure, Data Surveillance Project, Injury Prevention Taskforce meeting minutes, agendas, and the Violence Against Women (VAW) report. Ms. Langdon is going to add a list of IPTF members and their agencies to the web site. In addition, the bylaws and the purpose of the IPTF will be added. The IP web site address is <http://health2k.state.nv.us/BFHS/injury/>.

### **DISCUSSION AND APPROVAL OF THE TASK FORCE BYLAWS**

Ms. Langdon read the proposed new IPTF bylaws aloud; changes were made as they were read. During this time, membership of the IPTF was discussed, and the Task Force decided to invite several other agencies to join. Mr. Mackey moved to approve the bylaws with changes. Mr. Laughridge seconded the motion. **MOTION APPROVED.**

### **ELECTION OF THE TASK FORCE CHAIRPERSON AND VICE-CHAIRPERSON**

Ms. Langdon noted there have been two volunteers to chair and vice-chair the IPTF. There were no other volunteers at the meeting. Mr. Laughridge has volunteered to be the Chairperson and Mr. Mackey has volunteered to be the Vice-Chairperson. Ms. Langdon explained according to the bylaws there was no need to present a ballot, there was only one volunteer for each position. Mr. Mackey motioned to approve Mr. Laughridge as the IPTF Chairperson. Ms. Huth seconded the motion. Ms. Huth motioned to approve Mr. Mackey as Vice-Chairperson. Mr. Bernstein seconded the motion. **MOTION APPROVED.**

#### **TASK FORCE TO SET NEXT MEETING DATE**

Ms. Huth suggested having the first part of the next meeting with the existing IPTF members. At that time a motion to accept new Task Force members can be made. The proposed new members will have been sent the bylaws and all information pertaining to the IPTF. The Strategic Plan will be discussed during the second part of the next meeting. Ms. Langdon will send letters out to all of the IPTF agencies asking them to designate a member and a proxy. Mr. Laughridge set the next IPTF meetings for August 24, 2004, and December 7, 2004. Mr. Mackey has motioned to approve the next IPTF meeting and Mr. Bernstein seconded the motion. **MOTION APPROVED.**

#### **PUBLIC COMMENT AND DISCUSSION**

Jana Dagerman, Clark County Treasurer for SAFE KIDS expressed she was enlightened by agenda item number six.

#### **ADJOURNMENT**

The meeting was adjourned at **11:38 a.m.**